



CITY OF DETROIT  
LAW DEPARTMENT

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July 25, 2019

J. Ader  
Muckrock News  
DEPT MR 77534  
411A Highland Ave  
Somerville, MA 02144

**RE: Freedom of Information Act Request No. A19-05834, Dated July 16, 2019  
Concerning City of Detroit Records Regarding the City of Detroit Police  
Department Retention Policy**

Dear Requester:

This letter serves as the City of Detroit's response to the above-referenced matter. Your request was received at the City of Detroit Law Department Freedom of Information Act Section, via email, on July 16, 2019. Because your request was received by electronic transmission, pursuant to Section 5(1) of the Michigan Freedom of Information Act (the "Act"), MCL 15.235(1); it is deemed to have been received at the Law Department on the next business day, July 17, 2019. In accordance with Section 5(2)(d) of the Act, MCL 15.235(2)(d), we sent a letter extending the City's time to respond until August 7, 2019.

You request:

A copy of the latest version of the Record Retention Schedule (Detroit Police Department Directive 101.11).

Your request is granted. The record from the City of Detroit Police Department (DPD) consists of fourteen (14) pages. Should you wish to review the above-referenced record, please contact Marcia Landrum, at 313-237-0429, to schedule an appointment.

In the event you require a copy of the record, please note we charge \$0.10 per page for black and white copies. Should you wish to pick up a copy of the record, please contact Ms. Landrum to schedule a pick up date and time. For payment, please submit a check or money order payable to the "City of Detroit" in the amount of One and 40/100 Dollars (\$1.40) [\$1.40 (14 pages x \$0.10 per page)]. Please note we do not accept cash or process credit/debit card payment. Include the FOIA request file number listed above on your check/money order. Failure to include the FOIA request number will result in your check being returned.

Should you wish for us to mail you a copy of the record, please submit a check or money order payable to the "City of Detroit" in the amount of Two and 82/100 Dollars (\$2.82) (\$1.40 in copying costs + \$1.42 in postage). Upon receipt of payment, we will mail you one (1) copy of the record. Please see attached City of Detroit FOIA FIF form.



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Please note that pursuant to Section 10 and 10a of the Act, MCL 15.240 and 15.240a, a person receiving a written denial of a request or receiving a letter to submit the labor costs may do one of the following:

- 1) Submit a written appeal to the head of the public body denying the request. Such appeal, if submitted, should specifically state the word "appeal" and identify the reason or reasons for reversal of the disclosure denial. MCL 15.240(1)(a) and MCL 15.240a(1)(a); or
- 2) Commence an action in the circuit court to compel the disclosure of the public records within 180 days after the public body's denial of the request, MCL 15.240(1)(b), or 45 days after the public body's request for labor costs, MCL 15.240a(1)(b). If a court finds that the information withheld by a public body is not exempt from disclosure, or that the labor costs requested by the public body exceeds the amount permitted, the requesting party may receive the requested record and, at the discretion of the court, reasonable attorney fees and /or cost. MCL 15.240(6) and (7), and MCL 15.240a(6) and (7).

When contacting our office regarding this request, please include the request number listed in the subject line above. **For your information, please note that a public summary of City of Detroit FOIA procedures and guidelines is available on the City's website, [www.detroitmi.gov](http://www.detroitmi.gov), under "How Do I..." and "File".**

Very truly yours,

Kathryn M. Levasseur  
Assistant Corporation Counsel  
FOIA Section  
(313) 237-3034  
[Levasseurk@detroitmi.gov](mailto:Levasseurk@detroitmi.gov)

## FOIA Fee Itemization Form

pursuant to MCL 15.234(4),  
effective January 1, 2019File Number: **A19-05834**

Line	emails Reference	Component	Amount	Subtotal	Total
1	§ 4(2)	Fringe benefit multiplier rate, maximum 50%	35.320%		
2	§ 4(1)(a)	<b>Labor for searching &amp; examining to fulfill request</b>			
3		hourly wage of lowest paid employee capable of work			
4		fringe benefit multiplier @ 35.32%	135.3%		
5	Dept.	modified hourly wage = line 3* line 4			
6		number of hours, rounded down to .25 increment			
7		line 5 multiplied by line 6			
8		hourly wage of lowest paid employee capable of work			
9		fringe benefit multiplier @ 35.32%	135.3%		
10	Dept.	modified hourly wage = line 8* line 9			
11		number of hours, rounded down to .25 increment			
12		line 10 multiplied by line 11			
13		<b>Total - Labor for searching &amp; examining</b>			<b>\$0.00</b>
14	§ 4(1)(b)	<b>Labor for reviewing and redacting</b>			
15		hourly wage of lowest paid employee capable of work			
16		fringe benefit multiplier @ 35.32%	135.3%		
17		modified hourly wage = line 15* line 16			
18		number of hours, rounded down to .25 increment			
19		line 17 multiplied by line 18			
20		<b>Total - Labor for reviewing and redacting</b>			<b>\$0.00</b>
21	§ 4(1)(e)	<b>Labor for duplicating</b>			
22		hourly wage of lowest paid employee capable of work			
23		fringe benefit multiplier @ 35.32%	135.3%		
24	Dept.	modified hourly wage = line 22* line 23			
25		Number of hours, rounded down to next increment			
26		line 24 multiplied by line 25			
27		hourly wage of lowest paid employee capable of work			
28		fringe benefit multiplier @ 35.32%	135.3%		
29	Dept.	modified hourly wage = line 28* line 29			
30		Number of hours, rounded down to next increment			
31		line 29 multiplied by line 30			
32		<b>Total - Labor for duplicating</b>			<b>\$0.00</b>
33		<b>TOTAL Labor costs - sum of lines 13, 20, and 32:</b>			<b>\$0.00</b>
34	§ 4(9)	<b>Reduction in labor costs for late written response</b>			
35		number of business days late			
36		reduction at 5% / day = 0.05 x line 35	0%		
37		maximum reduction	50%		
38		lesser of line 36 or line 37	0%		
39		Reduced amount = line 38 x line 33			<b>\$0.00</b>
40		<b>Amount Chargeable for Labor Costs, after applicable reduction:</b>			<b>\$0.00</b>

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pursuant to MCL 15.234(4),  
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Line	Reference	Component	Amount	Subtotal	Total
<b>40</b>		<b>Amount Chargeable for Labor Costs, after applicable reduction (copied from page 1):</b>			<b>\$0.00</b>
41	§ 4(1)(d)	Actual cost of paper copies			
42		number of 8½ x 11 or 8½ x 14 sheets	14		
43		price for 8½ x 11 or 8½ x 14 sheets	\$0.10		
44		line 42 multiplied by line 43		\$1.40	
45		color or other size copies, size: ____ x ____			
46		actual price per page			
47		line 45 multiplied by line 46			
48		color or other size copies, size: ____ x ____			
49		actual price per page			
50		line 48 multiplied by line 49			
51		<b>Total - cost of paper copies</b>			<b>\$1.40</b>
52	§ 4(1)(c)	Actual cost of electronic media			
53		Number of CD's @ \$1.00	0		
54		Number of Flash Drives			
55		Number of Tapes			
56		Other:			
57		Sum of lines 53 - 56			
58		<b>Total - cost of electronic media</b>			<b>\$0.00</b>
59		<b>Costs of paper copies and electronic media - sum of lines 51 and 58:</b>			<b>\$1.40</b>
60	§ 4(2)	Reduction for indigency or qualifying non-profit			
61		Affidavit/information provided: Y/N?			<b>\$0.00</b>
62		<b>Net Charge after any reductions, but not less than zero - sum of lines 40, 59, and 61:</b>			<b>\$1.40</b>
63		Sum of deposits, previous payments, other credits:			
64		<b>CREDIT - for deposits and other previous payments:</b>			<b>\$0.00</b>
65		<i>IF Records are emailed or viewed in person without copies:</i>			
66		<b>Cost if VIEWED IN PERSON - sum of lines 40 and 61 (but not less than zero), offset by any credit listed in line 64:</b>			<b>\$0.00</b>
67		<i>IF Records are picked up:</i>			
68		<b>Cost if RECORDS are PICKED UP - line 62, offset by any credit listed in line 64:</b>			<b>\$1.40</b>
69		<i>IF records are mailed:</i>			
70	§ 4(1)(f)	Actual cost of mailing			
71		postage	\$1.42		
72		<b>Cost of mailing:</b>			<b>\$1.42</b>
73		<b>Cost if RECORDS are MAILED - sum of lines 62 and 72 (but not less than zero), offset by any credit listed in line 64:</b>			<b>\$2.82</b>

Include the FOIA request file number listed above on your check/money order. Failure to include the FOIA request number will result in your check being returned.